

January 13, 2005

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, January 20, 2005
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY RANGE</u>
2040	Utilities Safety and Training Specialist	(A11) \$36,033.92 – \$54,050.88

ITEM 2: Request to amend Section 2.78.020 of the Lincoln Municipal Code —
Management Compensation Plan; Annual Leave.

ITEM 3: Miscellaneous Discussion.

PC: Joan Ross, City Clerk

UTILITIES SAFETY AND TRAINING SPECIALIST

NATURE OF WORK

This is responsible administrative and technical work developing and maintaining a comprehensive safety/loss control program and safety training program for the Water and Wastewater Divisions.

Work involves responsibility for inspecting facilities and grounds; reviewing vehicles and worksite accident reports; and analyzing serious accident and injury claims in order to prevent further losses. An employee in this class is expected to exercise considerable independent judgment and initiative requiring technical understanding of accepted safety/loss control practices and procedure, especially in relation to OSHA and Nebraska Revised Statutes 48-443 through 48-445. Supervision is received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Coordinates and acts as the liaison with the Risk Management Division on injuries, injury prevention, and safety within the Divisions.

Plans, organizes and develops approved safety policies, guidelines, procedures and recommended incentive programs.

Coordinates and monitors safety training activities with staff, consultants and contractors; assists them in assessing their safety and training needs; provides technical assistance in designing, modifying and measuring effectiveness of all training programs.

Coordinates and develops risk management plan updates, hazardous waste disposal, MSDS updates, confined space rescue training, hazardous chemical handling, etc.

Prepares and presents, or contracts with others to present, safety training or any other items such as manuals, videos, booklets or instructional items for safety training.

Establishes and maintains activity files; prepares and makes recommendations relative to safety policies and procedures.

Investigates all accidents and injuries to identify the cause and determine appropriate corrective action.

Conducts work site job safety analysis (JSA) hazard assessments and reviews of all hazardous activities.

Reviews equipment operating procedures, technical specifications and potential hazards for inclusion in safety and training programs.

Coordinates with the City's Safety and Training Coordinator with regard to training opportunities; participates on the City-wide Safety Committee.

Analyzes work place losses to prepare the appropriate training and control procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of OSHA standards and loss control techniques.

Knowledge of other safety/loss control rules or regulations mandated by State or Federal law.

Knowledge of the various operations within Public Works and Utilities and how they relate to one another.

Ability to develop and administer sound programs in the area of safety/loss control techniques.

Ability to communicate effectively both orally and in writing.

Ability to prepare reports and make appropriate recommendations.

Ability to establish and maintain effective working relationships with all levels of management and support staff.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in safety and health, industrial engineering, industrial hygiene, business administration or related field plus experience relating to safety, loss control or risk management.

MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent supplemented by college level course work in safety and health, industrial engineering, industrial hygiene, business administration or related field plus some experience relating to safety, loss control or risk management; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head Personnel Director

PS2040

01/2005

2.78.020 Management Compensation Plan; Annual Leave.

(a) Effective on the first day of the second complete pay period in January of each year, each department head and each administrative assistant to an elected official shall be entitled to annual leave equivalent to 160 hours per year. Department heads and administrative assistants to elected officials may carry over unused annual leave to a maximum of forty hours, but any leave, over the maximum of forty hours, unused by the last day of the first complete pay period in January of the following year shall be forfeited. Any accumulated leave earned by a department head and unused as of January 15, 1982, shall be retained by the department head and may be used at any future time, and for any remaining upon termination of employment with the city, shall be compensated for such unused accumulated vacation leave.

Any department head or administrative assistant to an elected official entering the management compensation plan at any time after the first day of the second complete pay period in January of any year shall be entitled to and shall receive only a pro-rated portion of the otherwise authorized management leave for that year.

(b) Effective on the first day of the second complete pay period in January of each year, each employee with a pay range prefixed by the letter "M" shall be entitled to annual leave equivalent to 160 hours per year, or 240 hours for those employees who work a fifty-six hour work week.

After twenty years of service -- annual leave equivalent of 200 hours per year, or 300 hours for those employees who work a fifty-six hour work week.

Employees with a pay range prefixed by the letter "M" may carry over unused annual leave to a maximum of forty hours, or sixty hours for employees with a fifty-six hour work week, but any leave, over the maximum of forty/sixty hours, unused by the last day of the first complete pay period in January of the following year shall be forfeited. Any accumulated leave earned by an employee with a pay range prefixed by the letter "M" and unused as of January 12, 2005, shall be retained by the employee and may be used at any future time, and for any remaining upon termination of employment with the city, shall be compensated for such unused accumulated vacation leave.

Any employee with a pay range prefixed by the letter "M" and hired at any time after the first day of the second complete pay period in January of any year shall be entitled to and shall receive only a pro-rated portion of the otherwise authorized annual leave for that year.

Any employee with a pay range prefixed by the letter "M" may use vacation during their probationary period upon approval by their supervisor.

(c) Vacation payout. Any employee who separates from the city service shall be compensated for vacation leave accrued and accumulated to the date of separation. The vacation payout shall occur with the paycheck immediately following separation. In the event the separation is the result of retirement, as defined by the applicable retirement plan, an employee may elect to utilize vacation until all accrued vacation has been exhausted.